

CONFIDENTIAL

17 July 1963

The following are extracts taken from Headquarters Regulation -- Organization:

OFFICE OF THE COMPTROLLER

25X1A

25X1A

"(15) Provide, in cooperation with the Director of Training, for the technical training of personnel who are assigned budgetary and/or financial duties."

CIA AUTOMATIC DATA PROCESSING STAFF

25X1A

"(e) In consultation with the Operating Office and the Office of Training, determine the requirements for automatic data processing training; develop and provide training programs in data processing for all levels of Agency personnel; and coordinate and advise on all requests for such training."

MEDICAL STAFF

25X1A

"(h) Provide, in cooperation with the Director of Training, medical training to Agency activities as required."

OFFICE OF COMMUNICATIONS

25X1A

"(c) Provide, in cooperation with the Director of Training, for the training of selected personnel in technical phases of communications including the use of radio, teletype, cryptographic systems, and other communications equipment."

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 12 NO CHANGE
IN CLASS/ (DECLASS) (CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 09 REV DATE 28/12/79 REVIEWER 029725 TYPE DCC. 30
NO. PGS. 2 CREATION DATE _____ ORG COMP _____ OFI/1 ORG CLASS 4
REV CLASS C REV COORD. _____ AUTH: HR 70-3

ORIGINAL CL BY 061790
☒ DECL ☒ REVW ON 2009
EXT BYND 6 YRS BY same
REASON 3 d(3)

CONFIDENTIAL

~~CONFIDENTIAL~~

17 July 1963

25X1A

The following are extracts taken from Headquarters Regulation [REDACTED] -- Organization:

OFFICE OF LOGISTICS

25X1A

"(p) Provide trained logistics personnel to other Agency components."

OFFICE OF PERSONNEL

25X1A

"(k) Maintain liaison with the Civil Service Commission and other agencies to facilitate Agency participation in appropriate external personnel programs and activities provided for Federal employees."

(f), (p), and (r)
OFFICE OF SECURITY

25X1A

- "(d) Develop and conduct internal counterintelligence programs to detect and prevent hostile penetrations of the Agency through its employees."
- "(f) Determine the effectiveness with which security programs and policies are being accomplished, and institute or recommend, as appropriate, improvements where indicated."
- "(p) Provide security support and trained professional security officers, as required, to Agency components and domestic and foreign installations and operations."
- "(r) Plan, develop, and conduct an Agency safety and fire prevention program for domestic installations and furnish staff guidance and assistance for the development of similar overseas programs."

ORIGINAL CL BY 061790
☐ DECL ☒ REVW ON 2009
EXT BYND 6 YRS BY Same
REASON 3 d (3)

~~CONFIDENTIAL~~